



CITY OF LONG BEACH
EMPLOYMENT OPPORTUNITY
Community Worker Non-Career (Part-time/Unclassified)
Physician Services Bureau
\$14.096 - \$19.091 per hour
DEPARTMENT OF HEALTH & HUMAN SERVICES

POSITION:

The City of Long Beach Department of Health and Human Services, Physician Services Bureau, is recruiting for a part-time, non-career Community Worker. The Community Worker will be responsible for assisting HIV health care staff with the provision of HIV/HCV/STD integrated services. This position will provide supportive functions that ensure electronic information is captured and maintained. The position is located at the Main Health Department Headquarters, 2525 Grand Ave. in Long Beach, CA. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits. Non-career employees are limited to 1600 work hours per service year and are not guaranteed a minimum number of work hours.



EXAMPLES OF DUTIES:

- Interprets and translates health and social service information.
- Compiles, sorts, verifies and enters data using proprietary software.
- Maintains confidentiality and security of data collected and stored.
- Supports and assists with the provision of HIV/HCV/STD client outreach, screening, testing, linkage, retention and re-engagement in care activities.
- Supports the development of community information and education including preparation of community advisory boards and planning groups.
- Performs other duties as assigned.

QUALIFICATIONS:

- High school diploma or equivalent.
- Two years of paid experience in the health care industry with HIV/STD/TB and substance abuse programs and/or experience in HIV, STIs, Hepatitis, TB transmission and treatment, and substance abuse.
- A valid California motor vehicle operator's license and insurance.
- Spanish language abilities highly desirable.

SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Comprehensive computer skills with Microsoft Office with experience in data entry and data software.
- Ability to work well as a member of a diverse team and within a diverse community.
- Outstanding organizational skills; willingness to work on multiple projects under tight deadlines.
- Excellent attention to detail and ability to exercise sound judgement.
- Ability to communicate effectively both in writing and orally.
- Knowledge of HIV/HCV/STD community services in the greater Long Beach and Los Angeles areas.

APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, August 14, 2015. To be considered, please email a letter of interest and resume to the email address below. Please include "PS Req HE15-012 CW-NC" in the email subject line.

LBDHHS-JobApplications@longbeach.gov

Résumés will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum qualifications will not be considered.

(Req. HE15-012)

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.